

PLEASE POST

TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE
P.O. Box 837 ~ Sells, Arizona 85634
Phone: (520) 383-6540 ~ Fax: (520) 383-4676
Website: www.tonation-nsn.gov



Job Summary - February 11, 2013

<u>HR 210</u>	<u>Department/Program/Division</u>	<u>Job Title</u>	<u>Note</u>	<u>Opening Date</u>	<u>FY 2012 Salary</u>
General Support Services					
3036	Accounting	Assistant Controller		10/15/2012	\$ 75,143.00
3253	Human Resources	Administrative Assistant	CR, CL NEW	2/11/2013	\$ 14.49
Justice					
3211	Advocate	Advocate	CL	12/24/2012	\$ 40,531.00
3213	Advocate	Advocate	CL	12/24/2012	\$ 40,531.00
3212	Advocate	Investigator		12/24/2012	\$ 20.47
Department of Planning and Economic Development					
3218	Credit and Finance	Economic Development Specialist		2/4/2013	\$ 19.49
3129	Real Property - Site: San Simon	Maintenance Supervisor		11/19/2012	\$ 47,004.00
Department of Health and Human Services					
3220	Adult Protection Services	Family Preservation Specialist		1/7/2013	\$ 19.49
3163	Behavioral Health	Behavioral Health Therapist		11/26/2012	\$ 51,883.00
3237	Child Welfare	Billing Technician		1/14/2013	\$ 15.22
3003	Community Health Services	Billing Technician		11/19/2012	\$ 15.22
3167	Senior Services	Case Manager		1/22/2013	\$ 47,004.00
Department of Education					
3229	Administration	Director of Education		2/4/2013	\$ 69,777.00
3110	Early Childhood - Site: Santa Rosa	Teacher Aide/Driver		11/26/2012	\$ 14.49
3222	Early Childhood - Site: Sells	Cook Aide		12/31/2012	\$ 8.84
3105	Early Childhood - Site: Pisinemo	Teacher Aide/Driver		10/22/2012	\$ 14.49
3109	Early Childhood - Site: Pisinemo	Teacher Aide		11/13/2012	\$ 11.32
3009	Johnson O'Malley	Program Coordinator (Part-Time)	Re-Advertised	2/11/2013	\$ 19.49
3080	Recreation - Site: Hickiwan	Office Specialist	CR, CL	9/10/2012	\$ 12.49
3248	Recreation - Site: Hickiwan	Recreation Specialist		1/28/2013	\$ 12.49
3154	Recreation - Site: Menager's Dam	Recreation Specialist		10/29/2012	\$ 12.49
3177	Recreation - Site: Pisinemo	Recreation Program Coordinator		12/3/2012	\$ 20.47
Department of Water Resources					
3184	Water Resources	Hydrology Technician	CL	12/3/2012	\$ 22.05
3208	Water Resources	Hydrology Technician	CL	12/17/2012	\$ 22.05
Department of Public Safety					
3240	Office of Emergency Management	Emergency Management Administrator		2/4/2013	\$ 85,017.00
3247	Law Enforcement - Corrections	Maintenance Technician		1/28/2013	\$ 11.89
3021	Law Enforcement	Receptionist		12/24/2012	\$ 10.51
3015	Law Enforcement	Corrections Administrator	Re-Advertised	2/11/2013	\$ 85,017.00

ATTENTION ALL APPLICANTS!!!

Open Until Filled: Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

Current Employees: must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h) This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

NOTE: All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical positions, except Receptionist.

FOR CLERICAL TESTING

Clerical testing is reserved for Monday-Friday 8:30am-10:30am and 1:30pm - 2:30pm. If applying for any clerical positions, please contact Human Resources at (520) 383-6540 to schedule an appointment.

IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!

APPLYING FOR POSITIONS

HOW TO APPLY: Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3253

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

JOB TITLE: ADMINISTRATIVE ASSISTANT
SALARY: \$14.49 PER HOUR, PLUS BENEFITS

OPENING DATE: February 11, 2013

CLOSING DATE: Open Until Filled

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time. **Clerical testing is required.***

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Non-Exempt

DEPARTMENT: GSS/Human Resources

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, performs a variety of routine clerical and administrative support duties.

SCOPE OF WORK: The Human Resources Office evaluates the human resource needs of the Executive Branch in accordance with EXECUTIVE ORDER No 99-01, ESTABLISHING PERSONNEL POLICIES FOR THE EXECUTIVE BRANCH OF THE TOHONO O'ODHAM NATION.

MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and two years' work experience in the clerical field, or an equivalent combination of training, education, and work experience, which demonstrates the ability to perform the duties of this position.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Must type 40 words per minute and demonstrate 60% proficiency in grammar, spelling and math.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH HUMAN RESOURCES OFFICE

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

Re-Advertised

JOB ANNOUNCEMENT

JOB TITLE: **PROGRAM COORDINATOR**
SALARY: **\$19.49 PER HOUR, PLUS BENEFITS**

OPENING DATE: **February 11, 2013**

CLOSING DATE: **February 25, 2013**

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, **Part-Time**

HRS/WK: Non-Exempt

DEPARTMENT: Dept. of Education/**Johnson O'Malley**

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under general supervision, plans, organizes and coordinates activities of an assigned program area.

SCOPE OF WORK: Supplemental funding for eligible Native American Students attending Indian Oasis Baboquivari Unified School District #40, Gila Bend Unified School District and the Division of Early Childhood Development.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Business Administration or closely related field and four years' work experience in management of a program, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- One year supervisory experience.

—AND—

- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH
HUMAN RESOURCES OFFICE

3015

P.O. Box 837; SELLS, ARIZONA 85634 · PHONE: (520) 383-6540 · FAX: (520) 383-4676

JOB ANNOUNCEMENT

Re-Advertised

JOB TITLE: CORRECTIONS ADMINISTRATOR
SALARY: \$85,017.00, PLUS BENEFITS

OPENING DATE: February 11, 2013

CLOSING DATE: Open Until Filled

NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.

STATUS: Probationary/Permanent, Full-Time

HRS/WK: Exempt

DEPARTMENT: Dept. of Public Safety/Law Enforcement

JOB LOCATION: Sells, AZ

POSITION SUMMARY: Under limited supervision, oversees the day-to-day operations of the correctional budgets, security operations, correctional staff and inmate population.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Criminal Justice, Public Administration, and five years' work experience in management of a correctional facility, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.
- Two years of supervisory experience.

—AND—

- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Bilingual O'odham/English preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

"The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"